

## **Admission Cancellation/Subject Change and Fee Refund Policy for the Academic Year 2019-20**

It is hereby informed to all concerned that for Academic Year 2019-20, the guideline for Admission Cancellation and Fee Refund Policy is as under:

### **Cancellation of Admission:**

1. For the cancellation of admission, a candidate has to apply ONLY through ONLINE mode by logging-in to his account (validated through OTP verification through his/her registered mobile number) . Request for cancellation through email/posts/letter etc will not be entertained.
2. The date of online cancellation will be considered as the date of formal withdrawal of admission. This date will be considered for determining the eligible percentage of refund.
3. Candidates are requested to cancel his/her admission ONLINE as soon as he/she is determined to withdraw admission (well before the admission deadline) so that the vacancy can be filled-up by another eligible and interested applicant.

### **Change of Subject:**

1. If a student, after getting admission in a subject, wants to take admission in a different eligible subject of the same shift of the college, he/she may switch to the new subject through online mode. This will cancel his/her first admission and the admission fee, paid earlier, shall be adjusted with the admission fee of new subject. The difference amount has either to be paid online or be refunded back to the source account (from which earlier admission fee has been paid) without deducting any charge in due time.
2. There is no provision of admission switching in between shifts of the college. One has to cancel admission from one shift and take fresh admission in another shift, if applied earlier and eligible for admission.

### **Refund of Fees:**

1. The refund of fees, as applicable, shall be made online through payment gateway in due course and shall be credited to the **Source Account** (Bank Account attached with the Debit/Credit Card/Net Banking transaction from which online admission fee has been paid by the candidate), typically after 15 days.
2. Refund shall be made after deduction of the **10% processing charge** on refundable **aggregate fee** (difference of admission fee and caution deposit) from the refundable amount. Caution Deposit is fully refundable at any time.
3. Amount of refundable **aggregate fee** will be determined by considering the date of online cancellation as per Government Order No. 209 (29)-Edn (U)/1U-32/17 dated 24/07/2017 of the Higher Education Department, Government of West Bengal.

4. For change of subject (only for switching within same shift), excess payment made is fully refundable.
5. Following is the four-tier system for the refund of fees remitted by the student in case of withdrawal of admission:

<b>Sr. No.</b>	<b>Percentage of Refund of Aggregate Fees*</b>	<b>Date of Cancellation/ withdrawal of admission</b>	<b>Actual period of cancellation of admission</b>
1	100%	15 days before the formally-notified the last date of admission	12/06/19 to 21/06/19
2	80%	Not more than 15 days after the after formally-notified last date of admission	22/06/19 to 21/07/19
3	50%	More than 15 days but less than 30 days after formally-notified last date of admission	22/07/19 to 05/08/19
4	00%	More than 30 days after formally notified last date of admission	On and from 06/08/19

(\*inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)